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[State Dept. of Education
Division of Vocational Rehabilitation,
Governor's Committee on Employment of
the Handicapped]

STATE EMPLOYMENT PRACTICES TASK FORCE

FINAL REPORT ON THE STATEWIDE DISABILITY SURVEY

May 31, 1983

State Employment Practices Task Force

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Motor Vehicle Administration

Mr. John A. Clinton - Director, Personnel & Training
Office of the Comptroller

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Ms. Catherine A. Raggio - Associate Director
Developmental Disabilities Council

Delegate Elizabeth S. Smith
Governor's Committee on Employment of the Handicapped

BACKGROUND

The Statewide Disability Survey was conducted in response to the need for an independent assessment of the disabled persons employed within state government. The form and focus of the survey was developed during a meeting of the Governor's Committee on Employment of the Handicapped, State Employment Practices Task Force with the Secretary of Personnel. Subsequent meetings of the Task Force refined the survey instrument (see attachment #1) which was published in "The Marylander" Vol.13, No.2.

Completed survey forms were sent to the Governor's Committee. Many employees returned the survey with notes attached that referred to specific concerns (attachment #2). The raw data was compiled by the Department of Personnel (DOP), Division of Equal Opportunity (attachment #3), however, due to the relatively small number of responses received, further compilation for cross reference using Automatic Data Processing was ruled out. The number of responses to each question on the survey is reproduced as attachment #4. This forms the basis for the summary of the total response to the survey.

The total number of disabled employees who chose to respond to this survey was 291 (.54%). In contrast, the Department of Personnel Statewide EEO Annual Report for FY82 showed that there were 53,729 (5.4%) state employees of whom 1877 identified themselves as disabled. ¹ This dramatic difference may be due to either 1) a general unwillingness to respond to self-identification surveys; 2) a fear of possible violation of confidentiality; or, more remotely, 3) failure to receive the survey.

PROFILE OF AVERAGE RESPONDENT

The average respondent is a white male between the ages of 36 to 45. He was disabled when originally employed and entered state service via the regular eligible list (Rule of Five). He is a full-time, classified employee, in the grade level range 12-14 with a current annual salary of \$10,000 - \$15,000. He has been a state employee between 6-10 years.

DISCUSSION OF RESPONSES

The majority of those employees responding were disabled when they entered state services (190 - 65.7%). Only eleven (11) of these employees entered through the "Special Optional Eligible List" (3.8%). Only forty-nine (49) of the respondents are aware of the Special Optional Eligible List (16.9%). ²

Eighty-seven (87) employees have been or are clients of the Division of Vocational Rehabilitation (DVR). Thirty-nine (39) employees have been certified for employment by DVR. Yet, of the total respondents, only 49 (16.9%) are aware of the existence of the "Special Optional Eligible List" procedure.

- 1 All reference to statewide employment figures refer to this summary.
- 2 Several of these individuals are responsible for Section 504 of the Rehab Act 1/73 compliance activities under their respective departments.

The proportionate response by job category (attachment #5) is fairly compatible to the total workforce by job category (attachment #6). Of the 291 respondents, disabled female employees represented 42.8% which is slightly below the state average of female employees (52.3%); minority employees represented 16.5%, approximately one half of the minority total (30.9%) within the state workforce. Although one female responded in the Officials/Administrators category, there were no females or minorities in the top three grades or the upper level flat rate categories. Of all respondents, 57.2% are in the professional category. The percentage of male respondents in the professional category was 65.0%, female respondents 46.7% and total minority respondents 55.3%. Statewide employment for the period ending June 30, 1982 showed: 30.8% total; 35.1% male, 26.8% female and 21.7% in the professional job category.

The bulk of those responding are not being promoted with the same rate as the total state workforce. The rate of promotions for the state for FY 1982 was 3.6%, whereas the rate for those responding was 1.2%. This difference may not be significant alone, however, of the total respondents, 67 (23%) have never been promoted.

Based on responses, it appears that the number of disabled employees entering state services has decreased in recent years. This data suggests that the "Special Optional Eligible List" is not being effectively utilized (See attachments #7 and #8) as one of several methods to achieve affirmative action for the disabled. In 1980, procedural changes to the "List" were implemented to facilitate entry of the disabled into the state workforce; however, this data does not indicate increased utilization of the disabled worker in the state workforce.

Of the 100 employees (in 36 departments/agencies), who indicated that they needed reasonable accommodations, only 67 indicated that the necessary accommodations were provided. Although many people may not know what constitutes a reasonable accommodation, there still remains 33 employees in nine agencies who felt that no reasonable accommodation had been provided (attachment #9).

Furthermore, in response to the question, "Would you know where to find answers to questions concerns your rights as a disabled applicant or employee?", only 55 employees (18.9%) indicated that they knew where to find answers. This tends to suggest that Fair Practices Officers and 504 Coordinators are not monitoring applicant flow or following up their responsibilities for the dissemination of information regarding the rights of disabled employees and applications either to the disabled employee or to supervisory personnel.

RECOMMENDATIONS

In various areas of the survey, it appears that some affirmative action awareness is taking place. The following recommendations are suggested to further investigate certain problem areas and to attempt to improve the condition of the disabled employee in the state workforce.

1. Numerical goals should be established by each department/agency to increase the employment opportunities of the disabled within the state workforce.
2. Every employe should receive an orientation and printed information concerning the rights of the disabled worker in state employment.
3. All supervisory training should address the supervisor's responsibilities as they relate to the disabled employee.
4. The Department of Personnel should increase its monitoring activities to insure that its policies, practices and procedures are compiled with to facilitate effective affirmative action.
5. Each department/agency should develop an advisory committee which will include the disabled employee. These committees will identify and address disability issues within their respective agencies. In addition, each committee will report to the Fair Practices Officer, who shall include this information in the agency Annual EEO Report to the Department of Personnel. The Department of Personnel (the Office of the State Coordinator for Equal Opportunity) will disseminate copies to the Governor's Committee on Employment of the Handicapped, the Governor's Office for Coordination of Services to the Handicapped and the Maryland Commission on Human Relations. Technical assistance to these committees may be provided by the State Coordinator for Equal Opportunity, the Governor's Committee on Employment of the Handicapped, the Governor's Office for Coordination of Services to the Handicapped and the Maryland Commission on Human Relations.
6. On-going training is a necessity, and on-site technical assistance should continue to be made available upon request from the aforementioned groups for managers, supervisors and personnel officers.
7. An evaluation of the "Special Optional Eligible List" should be undertaken by the Governor's Committee on Employment of the Handicapped, State Employment Practices Task Force in cooperation with the Governor's Office for the Coordination of Services for the Handicapped, Department of Personnel.
8. The Maryland Commission on Human Relations should increase its information dissemination activities to assure that disabled citizens are adequately informed of their rights under Article 49B of the Annotated Code of Maryland.

Attachments

1. Survey and Instruction for Completion
2. Selected Comments Received
3. Statewide Disability Survey - Race and Sex Compiled by Agency
4. Grand Total of Results of Disability Questionnaires
5. Grand Total of Results of Disability Questionnaires by Race, Sex and Job Category
6. Statewide Summary - Personnel Detail by Race and Sex
7. Comparison of Responses to Time in Grade, Time in Service and Employment Status
8. Comparison of Responses to Number of Promotions and Grade Level
9. Reasonable Accommodation Not Provided
10. Reasonable Accommodation Not Provided - Alternative Presentation
11. Number of Respondents by Race, Sex, Age and Job Category
12. Did Not know Where to Find Answers on Rights as a Disabled Employee or Applicant
13. How Entered State Service and Matrix of Those Employees Entering Via the Special Optional Eligible List
14. Disabled Upon Entry Into State Service



the Marylander

FOR STATE EMPLOYEES

Summer 1982
Vol. 13 No. 2

Attachment #1

Orioles Face A's



Employees' Family Night

Earl Weaver's Baltimore Orioles will meet Billy Martin's Oakland A's on the Fourth Annual State Employees Family Night at Memorial Stadium Friday, July 23 at 7:30 P.M. in an American League baseball game.

The defending Western Division champion A's feature speedster Ricky Henderson who has stolen 58 bases in 58 games the A's have played through June 9. At that pace, Henderson could conceivably steal 162 bases this season.

The Orioles, after what appears to be an annual early season slump, seem to have righted themselves by going over the .500 mark and advancing to third place in the standings through June 10.

With two such volatile managers as Weaver and Martin on the same field, fans can almost always expect some kind of action involving them, either between themselves, or with the umpires.

Upper Box Seats reduced from \$6.00 to \$5.00 are now available on a first-come, first-served basis in Room 601 of the State Office Building (301 W. Preston St.) and may be purchased between 10 A.M. and 3 P.M.

To obtain tickets by mail, send a check or money order made out to the Baltimore Orioles with a SELF-ADDRESSED, STAMPED envelope to:

Mr. Leo E. Berger
Department of Personnel
301 W. Preston St.
Baltimore, Md. 21201
Phone: 383-4987

(Marcom 222-4987)

State employees, their families and friends are cordially invited to attend the game and root for the Orioles as they continue their climb to the top of the standings and another pennant.

Salary Increase Effective July 1

A salary increase of nine per cent for State employees recommended by Governor Harry Hughes and approved by the General Assembly will become effective July 1 (1982). This is the largest pay increase in more than a decade and is more than the equivalent of a one grade increase.

Selective increases were approved for several groups of employees in addition to the general raise. Among these were State Police and other law enforcement personnel, correctional officers, and health care personnel including nurses, doctors and therapists. These groups include more than 8,500 employees.

Engineers, engineering technicians and several other job classes also received adjustments over and above the general salary increase. In all, selective pay adjustments will affect nearly 11,000 State employees. The total cost of the selective increases was approximately \$12 million in State general funds.

Monies for the total salary package were made up of \$97.4 million in State general funds and \$32.9 million in Federal and other funds for an overall cost of \$130.3 million.

In addition to the salary increases, another \$104,568,082 will be expended by the State as its share of contributions to the Employee Retirement and Pension systems. This will assure that the retirement and pension systems will be maintained on a sound actuarial basis for present and future retirees. This is an increase of \$15 million, or nearly 20 per cent over fiscal year 1982, which ended June 30.

Meanwhile, the Governor's Commission on Compensation and Personnel Policies continued its work to develop new classification and salary schedules for the State work force. The Commission's final recommendations are to be presented to the Governor in September.

(A chart of the salary plan is included in this issue).

Self-Identification of Disability Questionnaire

The Department of Personnel is conducting a statewide survey to determine the number of handicapped employees in State service and to assess the strengths and legal responsibilities in hiring and promoting handicapped individuals.

The survey is being done with the cooperation of the Governor's Committee on Employment of the Handicapped and the Governor's Office for the Coordination of Services to the Handicapped and complies with the Rehabilitation Act of 1973.

Participation in this survey is entirely voluntary. Every precaution will be taken to ensure that the information provided is

kept in confidence.

If you feel you are disabled based on the definitions provided, please complete the questionnaire and return it no later than July 30, 1982 to:

Ms. Faith Kirk
Executive Director
Governor's Committee on
Employment of the
Handicapped
200 West Baltimore Street
Baltimore, Maryland 21201

Questions concerning the survey may be directed to the Governor's Committee on Employment of the Handicapped at

(Continued on Page 3)

Typing Verification Certification Available

In an effort to reduce the number of typing tests given each year, The Department of Personnel is initiating a program of issuing a certificate that will verify that the holder is capable of typing at a certain word-per-minute speed. The certificates can be submitted instead of taking the typing test for any position that requires a typing test.

The certificates will be issued only after a standard typing test has been given, and will be valid for a two year period. The certificates can be renewed by contacting the Department of Personnel prior to the date of expiration.

An applicant may retest for a new certificate after an appropriate, specified period of time, but the new typing speed will always be reflected on the card, regardless of whether or not the new speed is higher or lower than the previous speed. To take the typing tests, applicants must file an application for regularly scheduled examinations, and follow all existing procedures.

If you have any further questions about the program, leave your name, address and telephone number with the Department of Personnel's recording service at 383-4614, and you will be contacted.

New Advisory Council to Employee Development Division Established

The newly established Advisory Council to the Employee Development Division, Department of Personnel, met on December 8, 1981, to provide guidance to the Division in identifying the programs and service delivery methods needed to increase the productivity of Maryland State employees.

Twenty-one members were selected by their department Secretaries and heads of agencies to represent their organizations in advising the Division's four units: Management Development Center, Clerical Training Institute, Special Projects, and Employee Assistance Program.

Of special concern to the new Council are two issues: agency funding for training under the Division's new cost reimbursement system and identifying the essential skills needed for management effectiveness.

Deferred Compensation Address Change Notification Required

State employee participants in the Maryland State Employees Deferred Compensation Plan MUST notify PEBSCO when moving to a new address. A phone call to PEBSCO at 532-8400 requesting a Change of Address Form is all that it takes. When employees notify their local personnel offices of a change of address, it does not automatically get forwarded to PEBSCO. To avoid unnecessary delays in receiving mailings of statements and other correspondence, please be sure to notify PEBSCO in addition to your own personnel office.

Fixed Annuity Rate Increased to 14.55%

An interest rate of 14.55 per cent on the Fixed Annuity option in the Maryland State Employees Deferred Compensation Plan has been announced for the third quarter of 1982.

This is an increase over the 14.15% that applied for the first two quarters and is 2.45% above the 12.10% minimum guarantee for the entire year. Rates are declared quarterly and though they may change, they will not go below 12.10% during 1982.



(Continued from page 1)

659-2264; the Office of the State Coordinator for Equal Opportunity at 383-3468; or the Governor's Office for the Coordination of Services to the Handicapped at 269-2908 (TTY 2909).

Definitions

The law defines you as having a handicap or disability if you:

- have a physical or mental impairment which substantially limits your major life activities;
- have a record of such impairment;
- are regarded as having such an impairment by others.

Attachment #1 Cont.

The Office of Personnel Management defines a reportable disability as follows:

A physical or mental disability is not determined by a person's ability to perform his or her work, but by a disability or history of such disability, which is likely to cause the employee to experience difficulty in obtaining, maintaining, or advancing in employment. This does not apply solely to an employee's current position, but applies to the total career life cycle of that employee.

General Listing and Definitions of Some Frequent Disabilities

(This list is not all inclusive. it suggests some categories which may be considered disabilities.)

Speech Impairments: Severe speech malfunctions or inability to speak clearly. Examples: defects of speech, stuttering, aphasia, laryngectomy.

Hearing Impairments: Inability to hear ordinary conversation, correctible by hearing aid or total deafness in one or both ears.

Vision Impairments: Loss of peripheral vision or inability to read ordinary print (not correctible by glasses,) or blindness in one or both eyes.

Absences of Extremities: Missing one or more of the hands, fingers, arms, feet, toes, or legs.

Orthopedic Impairments: Chronic pain, stiffness or weakness in one or more extremities, hip, pelvis or back, or any combination of two or more parts of the body.

Partial Paralysis: A loss of ability to move or use one or more parts of the body including legs, arms, and/or trunk or one side of the body.

Complete Paralysis: Complete loss of ability to move or use one or more parts of the body including legs, arms, and/or trunk or lower half or one side of the body.

Other Impairments: Heart disease, convulsive disorders, blood disease, diabetes, pulmonary or respiratory disorders, kidney dysfunction, cancer, mental retardation, mental or emotional illness, severe distortion of limbs or spine, disfigurement of face, hands or feet, alcohol or drug addiction.

Self-Identification of Disability Questionnaire

PRIVACY ACT NOTICE

COLLECTION OF THE REQUESTED INFORMATION IS AUTHORIZED BY THE REHABILITATION ACT OF 1973, BUT YOU ARE NOT REQUIRED TO SUPPLY THE INFORMATION. ANY INFORMATION YOU FURNISH WILL BE USED TO DETERMINE THE PROGRESS AND STATUS OF PROGRAMS FOR EMPLOYMENT OF THE DISABLED IN MARYLAND STATE GOVERNMENT. ANY STATISTICAL REPORTS PUBLISHED WILL BE IN THE FORM OF AGGREGATE TOTALS AND WILL NOT IDENTIFY YOU IN ANY WAY AS AN INDIVIDUAL.

SELF-IDENTIFICATION OF DISABILITY PART I

(Please darken the appropriate response or fill in the blank spaces, as indicated)

1. Social Security No: _____ (Optional)
2. Present Department/Agency: _____
3. Present Job Classification: _____
4. Based on the definitions of a disability, it appears that I am:
 - a. ☐ Disabled -291
 - b. ☐ Disabled, but prefer not to participate in survey
5. Have you ever needed reasonable accommodations in order to do your job?
 - a. ☐ Yes -100
 - b. ☐ No -169

In Yes, was this accommodation satisfactorily made?

 - a. ☐ Yes -67
 - b. ☐ No -33
6. Are you or have you ever been a client of the Division of Vocational Rehabilitation?
 - a. ☐ Yes -87
 - b. ☐ No -201
7. Have you been certified for employment through the Division of Vocational Rehabilitation-Department of Education?
 - a. ☐ Yes -39
 - b. ☐ No -247
8. Are you aware of the "Special Optional Eligible List" procedure for disabled applicants and employees?
 - a. ☐ Yes -49
 - b. ☐ No -239

9. Would you know where to find answers to questions concerning your rights as a disabled applicant or employee?
 - a. ☐ Yes -55
 - b. ☐ No -190

SELF-IDENTIFICATION OF DISABILITY PART II

1. What is your sex?
 - a. ☐ Male -166
 - b. ☐ Female -123
2. What is your race?
 - a. ☐ White -241
 - b. ☐ Black -41
 - c. ☐ Hispanic 3
 - d. ☐ Asian or Pacific Islander -2
 - e. ☐ American Indian/Alaskan Native-1
 - f. ☐ Other -0
3. What is your age?
 - a. ☐ 18-25 -13
 - b. ☐ 26-35 -70
 - c. ☐ 36-45 -95
 - d. ☐ 46-55 -65
 - e. ☐ 56 and over -44
4. What is your employment status?
 - a. ☐ full-time classified -234
 - b. ☐ part-time classified -5
 - c. ☐ full-time unclassified -43
 - d. ☐ part-time unclassified -0
 - e. ☐ contractual -5
 - f. ☐ other -1
5. What is your grade level?
 - a. ☐ 3-5 -17
 - b. ☐ 6-8 -51
 - c. ☐ 9-11 -54
 - d. ☐ 12-14 -83
 - e. ☐ 15-17 -48
 - f. ☐ 18-20 -23
 - g. ☐ 21-23 -1
 - h. ☐ Flat Rate -4
6. Current Annual Salary:
 - a. ☐ Less than \$5,000 -2
 - b. ☐ \$5,001-\$10,000 -10
 - c. ☐ \$10,001-\$15,000 -85
 - d. ☐ \$15,001-\$20,000 -76
 - e. ☐ \$20,001-\$25,000 -65
 - f. ☐ \$25,001 and above -50

7. Length of time in present classification:
 - a. ☐ Less than a year -41
 - b. ☐ 1-5 years -158
 - c. ☐ 6-10 years -62
 - d. ☐ 11-15 years -17
 - e. ☐ 16-20 years -6
 - f. ☐ 21-25 years -1
 - g. ☐ 26 years and over -1

8. Length of time in State service:
 - a. ☐ Less than a year -18
 - b. ☐ 1-5 years -65
 - c. ☐ 6-10 years -77
 - d. ☐ 11-15 years -61
 - e. ☐ 16-20 years -30
 - f. ☐ 21-25 years -14
 - g. ☐ 26-30 years -9
 - h. ☐ 31 years and over -1

9. How did you enter State service:
 - a. ☐ Eligible List -155
 - b. ☐ Special Optional Eligible List -11
 - c. ☐ Interview & Hire -78
 - d. ☐ Unclassified Position -23
 - e. ☐ Contractual -9

10. Were you disabled when you entered State service?
 - a. ☐ Yes -190
 - b. ☐ No -91

11. How many times have you been promoted since working in State service? (Other than increments)
 - a. ☐ Never -67
 - b. ☐ Once -59
 - c. ☐ Twice -62
 - d. ☐ Three times -50
 - e. ☐ Four times -23
 - f. ☐ Five times -14
 - g. ☐ More than five times -8

12. Have you participated in any training programs while employed by the State?
 - a. ☐ Yes -195
 - b. ☐ No -91

If Yes, what type of training?

- a. ☐ On-the-Job Training -105
- b. ☐ Outservice Training (State Expense) -100
- c. ☐ Outservice Training (Employee Expense) -61
- d. ☐ Management Development Center -65
- e. ☐ Clerical Training Institute -12
- f. ☐ Other -33

SECU Assets Climb; Share Drafts Started

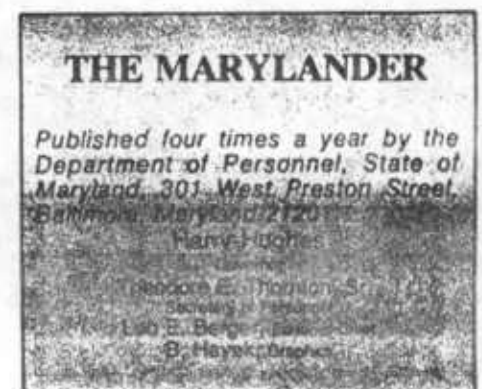
Given a healthy boost by its newly adopted share draft program, the State Employees Credit Union has reached a record high \$139 million in assets as of May 1.

Share draft service, which is equivalent to interest bearing checking, became effective formally on April 1. Already more than 2,000 accounts have been established. Under SECU's program there are no fees, minimum balances, or service charges.

Personalized drafts (used like checks)

are free; accounts are set up separately, and are protected by insurance. Moreover, these accounts earn a 5% dividend on the daily balance, which is compounded quarterly. Members also can add to their accounts through payroll deductions.

Membership in SECU continues to climb and is now over 73,000. With certain municipalities now eligible to enroll its employees—and a number have already expressed interest in doing so—future growth in numbers and assets is expected in the months ahead.



SELECTED COMMENTS RECEIVED

All concerns were answered individually by the Governor's Committee staff prior to the compilation of the surveys into the format used in attachments #3 and #4. Several are extracted from letters sent with the surveys.

Disability Status

1. "Never considered myself disabled, however, according to reverse side of this paper, I fall in that category."
2. "Unaware that my disability was considered as such."

Special Optional Eligible List

1. "Please tell me about it."
2. "Please send me information on the Special Optional Eligible List and my rights as a handicapped employee."

Discrimination

1. "I believe I have been discriminated against due to my disability."
2. "I was denied promotion in my department because of physical disability. The people who give out information only...are two grades higher than I, but do less than I."
3. "Training request was denied."

Promotion

1. Never promoted, "but have always received superior ratings."
2. Promoted once, "but demoted first and later promoted back to original position."
3. "I took test (3), then positions were abolished."
4. Have been promoted "four times from 1968."

Reasonable Accommodation

1. "I had no assistance from employer."
2. "No handicap parking sign. Steps into building not fit for wheelchair."
3. "Always an argument."
4. "I work mainly on the ground floor. It was never discussed."
5. Accommodation was provided "in all but one agency out of three."
6. Accommodation was provided "after much hassle and aggravation and a lawyer's suit."

General Comments

1. "I would like to know why my rights are and can I ask for a change of assignment without jeopardizing my career?"
2. "I started to work in 1980. If at that time I said I was disabled, I would not have been hired...Good luck, but I think you are fighting a hopeless battle."
3. "I have been told by authority that Civil Service is no longer supportive of the handicapped worker. I have been rejected by co-workers...There has been nobody to help."
4. "Thank you for your interest."

Attachment #3

[illegible]

Attachment #3 Cont.

AGENCY	WHITE		WHITE		BLACK		BLACK		HISPANIC		ASIAN		AMER. IND.		RACE UNKNOWN		T O T A L S	
	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
Department of Budget & Fiscal Planning	1														1	0	1	
Department of Personnel	1				1										2	0	2	
Department of State Planning	2	1													2	1	3	
Department of General Services	1	1													1	1	2	
Department of Transportation	17	4	2	2	2	7.69					1	03.85			20	6	26	
Department of Natural Resources	4	2													4	2	6	
Department of Agriculture	2														2	0	2	
Department of Health & Mental Hygiene	18	26	2	13	2	21.66			1	1	1	1.66			22	39	61	
Department of Human Resources	22	20	6	3	11.32	05.66			1	1	01.89	01.89			29	24	53	
Department of Pub. Safety & Corr. Services	12	4	3		15.78										15	4	19	
Department of Education	18	15	1	1	02.78							1	02.78		20	16	36	
Coppin State College						100.00									0	1	1	
Frostburg State College	2														2	0	2	

Attachment #3 Cont.

[illegible]

Attachment #4

QUESTION	WHITE MALE	WHITE FEMALE	BLACK MALE	BLACK FEMALE	HISPANIC		ASIAN MALE	AMER. IND. MALE	RACE UNKNOWN MALE	T O T A L S		TOTAL
					MALE	FEMALE				MALE	FEMALE	
PART I: Question 3: See attached sheet for answers to Question #3.												
4a:	142	99	18	23	2	1	2	1	1	166	123	*291
5a:	43	41	7	6	1	1	1			52	48	100
5b:	83	55	12	18			1			96	73	169
5a:	29	25	5	6	1	1				35	32	67
5b:	14	16	2				1			17	16	33
6a:	44	14	5	23	1					50	37	87
6b:	98	69	13	16	1	1	2	1		115	86	201
7a:	21	13		5						26	13	39
7b:	120	84	18	18	2	1	2	1	1	144	103	247
8a:	22	11	3	11			1	1		27	22	49
8b:	120	72	15	28	2	1	1			138	101	239
9a:	38	34	6	9	1		1			46	9	55
9b:	40	71	11	14	1	1	1	1		104	86	190
PART II:												
Question 1a:	142		18		2		2	1	1	166		166
1b:		99		23		1					123	123
2a:	142	99								142	99	241
2b:			18	23						18	23	41

GRAND TOTAL OF RESULTS OF DISABILITY QUESTIONNAIRES
BY RACE, SEX, AND QUESTION AS OF JULY 30, 1982

Attachment #4 Cont.

QUESTION	WHITE MALE	WHITE FEMALE	BLACK MALE	BLACK FEMALE	HISPANIC		ASIAN MALE	AMER. IND. MALE	RACE UNKNOWN MALE	T O T A L S		TOTAL
					MALE	FEMALE				MALE	FEMALE	
PART II CONTINUED:												
Question 2c:					2	1				2	1	3
2d:							2			2	0	2
2e:								1		1	0	1
2f:										0	0	0
3a:	8	4	1							9	4	13
3b:	31	24	5	9			1			37	33	70
3c:	52	29	4	6	1	1	1	1		59	36	95
3d:	27	25	6	5	1				1	35	30	65
3e:	22	17	2	3						24	20	44
4a:	109	82	17	21	1	1	2		1	130	104	234
4b:		3		2						0	5	5
4c:	30	10	1	1				1		33	10	43
4d:										0	0	0
4e:	1	4								1	4	5
4f:	1									1	0	1
5a:	3	8	3	1		1			1	7	10	17
5b:	11	29	2	9						13	38	51
5c:	26	18	4	5	1					31	23	54

Attachment #4 Cont.

Attachment #4 Cont.

Attachment #4 Cont.

Attachment #4 Cont.

Attachment #4 Cont.

*Included two disabled, but preferred not to participate.

Attachment #5

GRAND TOTAL OF RESULTS OF DISABILITY QUESTIONNAIRES BY RACE, SEX, AND QUESTION AS OF JULY 30, 1982

JOB CATEGORIES	ALL EMPLOYEES				MINORITY GROUP EMPLOYEES									
	MALE		FEMALE		MALE					FEMALE				
	TOTAL	MALE	FEMALE	WHITE MALE	WHITE FEMALE	TOTAL MINORITY	BLACK	HISPANIC	ASIAN PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKAN NATIVE	BLACK	HISPANIC	ASIAN PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKAN NATIVE
OFFICIALS/ =	7	6	1	6	1									
ADMINISTRATORS	2.5	85.7	14.3	85.7	14.3									
PROFESSIONALS +	163	106	57	88	49	26	13	2	2	1	8			
	57.2	65.0	34.9	53.9	30.1	15.9	7.9	1.2	1.2	.6	4.9			
TECHNICIANS =	25	20	5	20	3	2					2			
	8.8	80.0	20.0	80.0	12.0	8.0					8.0			
PROTECTIVE - SERVICE WORKERS	10	7	3	5	3	2	2							
	3.5	70.0	30.0	50.0	30.0	20.0	20.0							
PARA- PROFESSIONALS -	15	5	10	5	7	3					3			
	5.3	33.3	66.7	33.3	46.7	20.0					20.0			
OFFICE/ CLERICAL =	57	12	45	12	35	10					9	1		
	20.0	21.1	78.9	21.1	61.4	17.5					15.8	1.8		
SKILLED CRAFT= WORKERS	2	2		2										
	.7	100		100										
SERVICE/ MAINTENANCE -	6	5	1	2		4	3				1			
	2.1	83.3	16.7	33.3		66.7	50.0				16.7			
TOTAL	*285	163	122	140	98	47	18	2	2	1	23	1		
	100	57.2	42.8	49.1	34.4	16.5	6.3	.7	.7	.3	8.1	.3		

*The above total does not agree with total number of disabled because job classifications were not indicated or able to be determined.

STATEWIDE SUMMARY - PERSONNEL DETAIL BY RACE, SEX AND JOB CATEGORY

AS OF JUNE 30, 1982

JOB CATEGORIES	ALL EMPLOYEES						MINORITY GROUP EMPLOYEES									
				WHITE MALE	WHITE FEMALE	TOTAL	M A L E					F E M A L E				
	TOTAL	MALE	FEMALE				BLACK	HISPANIC	ASIAN PACIFIC ISLANDER	AMEP. IND. OF ALAS. NAT.	BLACK	HISPANIC	ASIAN PACIFIC ISLANDER	AMEP. IND. OF ALAS. NAT.		
OFFICIALS/ ADMINISTRATORS	1630	82.52	17.48	74.91	13.31	11.8	6.26	.49	.80	.06	3.31	0	.86	0		
PROFESSIONALS	30.77	8990	7510	7523	5403	3604	1244	37	168	18	1979	22	128	8		
TECHNICIANS	16530	54.39	45.61	45.51	32.69	21.8	7.53	.22	1.02	.11	11.97	.13	.77	.05		
PROTECTIVE SERVICE WORKERS	8.19	2613	1788	2271	1206	924	325	5	10	2	574	5	3	0		
PARA- PROFESSIONALS	4401	59.37	40.63	51.60	27.40	21.0	7.38	.11	.23	.05	13.04	.11	.67	0		
OFFICE/ CLERICAL	13.10	1611	5420	830	2382	2080	1560	10	7	5	493	0	4	1		
SKILLED CRAFT WORKERS	7039	22.89	77.11	11.79	33.84	37.4	28.07	.18	.13	.09	8.87	0	.67	.02		
SERVICE/ MAINTENANCE	21.75	1156	10528	788	7426	3470	356	1	11	0	3047	22	25	8		
TOTAL	53729	47.67	52.33	46.19	32.97	30.9	10.90	.14	.45	.66	16.61	.12	.38	.05		

II - 7 TIME IN GRADE			<u>MALE</u>	<u>FEMALE</u>	<u>%</u>	<u>MINORITY</u>	<u>%</u>
1 yr.	(14.3%)	41	23	18	43.9	7	17.1
*1-5	(55.2%)	158	91	67	42.4	24	15.2
6-10	(21.7%)	62	36	26	41.9	11	17.7
11-15	(5.9%)	17	8	9	52.9	3	17.7
16-20	(2.1%)	6	4	2	33.3	1	16.7
21-25	(.35%)	1	1	0		0	
26 & Up		1	1	0		0	
<u>TOTAL</u>		<u>286</u>	<u>164</u>	<u>122</u>	<u>42.7</u>	<u>46</u>	<u>16.1</u>

II - 8 TIME IN SERVICE			<u>MALE</u>	<u>FEMALE</u>	<u>%</u>	<u>MINORITY</u>	<u>%</u>
1 yr.	(6.6%)	18	9	9	50	3	16.7
1-5	(23.6%)	65	42	23	35.4	10	15.4
*6-10	(28.0%)	77	38	39	50.7	16	20.8
11-15	(22.2%)	61	41	20	32.8	11	18.0
16-20	(10.9%)	30	16	14	46.7	3	10.0
21-25	(5.1%)	14	11	3	21.4	0	
26-30	(3.3%)	9	6	3	33.3	1	11.1
31 & Up	(.36%)	1	1	0	0	1	100
<u>TOTAL</u>		<u>275</u>	<u>164</u>	<u>41</u>	<u>40.4</u>	<u>45</u>	<u>16.4</u>

II - 4 EMPLOYMENT STATUS			<u>MALE</u>	<u>FEMALE</u>	<u>%</u>	<u>MINORITY</u>	<u>%</u>
*FT Class	(81.3%)	234	130	104	44.4	43	18.4
PT Class	(1.7%)	5	0	5	100	2	40
FT UF	(14.9%)	43	33	10	23.3	3	6.9
Contract	(1.7%)	5	1	4	80	0	
Other	(.35%)	1	1	0		0	
<u>TOTAL</u>		<u>288</u>	<u>165</u>	<u>123</u>	<u>42.7</u>	<u>48</u>	<u>16.7</u>

* = Highest percentage of resependents

II - 11 NUMBER OF PROMOTIONS				<u>MALE</u>	<u>FEMALE</u>	<u>%</u>	<u>MINORITY</u>	<u>%</u>
1,2	Never	(23.7%)	67	35	32	47.8	10	14.9
	Once	(20.9%)	59	32	27	45.8	10	16.9
	Twice	(21.9%)	62	36	26	41.9	5	8.1
3	Thrice	(17.7%)	50	32	18	36.0	11	22.0
	Four	(8.1%)	23	12	11	47.8	6	26.1
	Five	(4.9%)	14	10	4	28.6	1	7.1
	Over 5	(2.8%)	8	5	3	37.5	2	25.0
<u>TOTAL</u>			283	162	121	42.8	45	15.9

II - 5 GRADE LEVEL				<u>MALE</u>	<u>FEMALE</u>	<u>%</u>	<u>MINORITY</u>	<u>%</u>
2,3	3-5	(6.1%)	17	7	10	58.9	6	35.3
	6-8	(18.2%)	51	13	38	74.5	11	21.6
	9-11	(19.2%)	54	31	23	42.6	10	18.5
	12-14	(29.5%)	83	56	27	32.5	10	12.1
1	15-17	(17.1%)	48	30	18	37.5	10	20.8
	18-20	(8.2%)	23	19	4	17.4	0	
	21-23	(.36%)	1	1	0	0	0	
	FR	(1.4%)	4	3	1	25.0	0	
<u>TOTAL</u>			<u>281</u>	<u>160</u>	<u>121</u>	<u>43.1</u>	<u>47</u>	<u>16.7</u>

- 1 = Highest percentage of employees responded in this area
 2 = Highest percentage of female employees responded in this area
 3 = Highest percentage of minority employees responded in this area
 * = Highest percentage of 1, 2 & 3 responded in this area

I. - 5-B. Reasonable Accommodation Not Provided

By Agency

13 - Department of Health & Mental Hygiene
6 - Department of Human Resources
3 - Department of Transportation
3 - Judiciary
2 - Department of Assessments & Taxation
2 - Department of Education
1 - Department of State Planning
1 - Department of Agriculture
1 - Maryland Automobile Insurance Fund
1 - Agency Unknown
33 - in nine agencies

By Job Category

18 - Professional
6 - Office/Clerical
4 - Technician
2 - Para-Professional
1 - Skilled Craft Worker
1 - Service Maintenance
1 - Category Unknown
33 - in six categories

By Race and Sex

16 - White Female
14 - White Male
3 - Minority Male
33 - Total Employees

Attachment #10

I. - 5-B Reasonable Accommodation Not Provided by Agency, Job Category
and Race and Sex

Department of Health & Mental Hygiene

5 - Professional - White male
1 - Professional - Asian male
2 - Professional - White female
2 - Technician - White female
1 - Para-professional - White male
1 - Para-professional - White female
1 - Office/Clerical - White female

Department of Human Resources

1 - Professional - White male
5 - Professional - White female

Department of Transportation

2 - Technician - White male
1 - Skilled Craft - White male

Judiciary

1 - Professional - White female
1 - Office/Clerical - White male
1 - Office/Clerical - White female

Department of Assessments & Taxation

1 - Professional - White male
1 - Office/Clerical - White female

Department of Education

1 - Professional - White male
1 - Office/Clerical - White female

Department of State Planning

1 - Office/Clerical - White female

Department of Agriculture

1 - Professional - White male

Maryland Automobile Insurance Fund

1 - Service/Maintenance - Black male
Unknown
Black male

<u>TOTAL RESPONDENTS</u>	<u>MALE</u>	<u>FEMALE</u>	<u>UNIDENTIFIED</u>
291	166	123	2
100%	57.1%	42.3%	.68%

<u>MINORITY RESPONDENTS</u>	<u>BLACK</u>	<u>HISPANIC</u>	<u>ASIAN</u>	<u>NATIVE AMERICAN</u>
47	41	3	2	1
100%	87.2%	6.4%	4.3%	2.1%

RACE SEX BREAKDOWN BY AGE

	<u>TOTAL AGE GROUP</u>	<u>18-25 yrs.</u>	<u>26-35 yrs.</u>	<u>36-45 yrs.</u>	<u>46-55 yrs.</u>	<u>56 yrs. & Over</u>
	287	13 (4.5%)	70 (24.4%)	95 (33.1%)	65 (22.7%)	44 (15.3%)
Male	164 (57.1%)	9 (5.5%)	37 (22.6%)	59 (35.9%)	35 (21.3%)	24 (14.6%)
Female	123 (42.9%)	4 (3.3%)	33 (26.8%)	36 (29.3%)	30 (24.4%)	20 (16.3%)
Minority	48 (16.7%)	1 (2.1%)	15 (31.3%)	14 (29.2%)	13 (27.1%)	5 (10.4%)

RANKING BY JOB CATEGORY FOR MALE, FEMALE & MINORITY EMPLOYEES

<u>MALE</u>	<u>FEMALE</u>	<u>MINORITY</u>
106 (37.2%) in Category B	57 (20.0%) in Category B	26 (53.3%) in Category B
20 (7.0%) in Category C	45 (15.8%) in Category F	10 (21.3%) in Category F
12 (4.2%) in Category F	10 (3.5%) in Category E	4 (8.5%) in Category H
7 (2.5%) in Category D	5 (1.8%) in Category C	3 (6.4%) in Category E
6 (2.1%) in Category A	3 (1.1%) in Category D	2 (4.3%) in Category C & D
5 (1.8%) in Category E & H	1 (.35%) in Category A & H	0 in Category A
2 (.70%) in Category G	0 in Category G	0 in Category G
163	All 122	47

JOB CATEGORIES

- A - Officials/Administrators
- B - Professionals
- C - Technicians
- D - Protective Service Workers
- E - Para-Professionals
- F - Office/Clerical
- G - Skilled Craft Workers
- H - Service/Maintenance

I.-9-B. Do Not Know Where to Find Answers on Rights as a Disabled Employee or Applicant by Agency

<u>DHMH</u>	<u>Job Category</u>	<u>Male</u>	<u>Female</u>	<u>%</u>	<u>Minority</u>	<u>%</u>	<u>Male</u>	<u>Female</u>
A	1	1						
B	27	14	13	48.2	6	22.2	3	3
C	4		4	100	2	50.0		2
E	7	1	6	85.7	1	14.3		1
F	8	1	7	87.5	4	50.0		4
Total	47	17	30	63.8	13	27.7	3	10

DHR

B	28	15	13	46.4	6	21.4	5	1
C	3	3						
E	1		1	100				
F	8	2	6	75.0	2	25.0		2
Total	40	20	20	50.0	8	20.0	5	3

DOE

B	7	6	1	14.3	1	14.3	1	
F	8	2	6	75.0				
G	1	1						
Total	16	9	7	43.8	1	6.3	1	

DOT

B	8	7	1	12.5	1	12.5	1	
C	6	6						
F	5	1	4	80.0	1	20.0		1
G	3	3						
Total	22	17	5	22.7	2	9.1	1	1

DPS & C

B	6	5	1	16.7	1	16.7	1	
C	3	3						
D	5	3	2	40.0	1	20.0	1	
F	1		1	100				
Total	15	11	4	26.7	2	13.3	2	

<u>Job Category</u>	<u>Male</u>	<u>Female</u>	<u>%</u>	<u>Minority</u>	<u>%</u>	<u>Male</u>	<u>Female</u>
<u>Assessments & Taxation</u>							
B	2	2					
C	7	6	1	14.3			
F	3		3	100			
Total	12	8	4	33.3			
<u>Judiciary & Criminal Courts</u>							
B	1		1	100			
D	1	1					
F	10	7	3	30.0			
Total	12	8	4	33.3			
<u>DNR</u>							
B	3	2	1	33.3			
C	1	1					
F	1		1	100			
Total	5	3	2	40			
<u>Other Agencies</u>							
A	1		1	100			
B	17	14	3	17.7	1	5.9	1
C	2	2					
D	1	1					
E							
F	7	1	6	85.7	1	14.3	1
G	1	1					
H	2	2			1	50.0	1
Total	31	21	10	32.3	3	9.7	1
<u>Total Agencies</u>							
A	2	1	1	50.0			
B	99	65	34	34.3	16	16.2	4
C	26	21	5	19.2	2	7.7	2
D	7	5	2	28.6	1	14.3	1
E	8	1	7	87.5	1	12.5	1
F	51	14	37	72.6	8	15.7	8
G	5	5					
H	2	2			1	50.0	1
Total	200	114	86	43.0	29	14.5	15

II. - 9 How Entered State Service

A. Eligible List	157
* B. Special Optional Eligible List	11
C. Interview & Hire	87
D. Unclassified	27
E. Contractual	8
F. Unknown or Other	4
	<hr/> 294

<u>Agency</u>	<u>Job Category</u>	<u>Grade Level</u>	<u>State Service</u>	<u>Current Classification</u>	<u># Of Promotions</u>
DOE/DVR					
1. White female	F	6-8	11-15 yrs.	1-5 yrs.	Several
2. White female	F	6-8	11-15 yrs.	6-10 yrs.	One
3. White female	F	6-8	11-15 yrs.	11-15 yrs.	Three
4. White male	B	12-14	6-10 yrs.	1-5 yrs.	One
DOE/OMIS					
5. White male	B	9-11	less than 1 yr.	less than 1 yr.	One
6. White male	B	9-11	less than 1 yr.	less than 1 yr.	One
DHMH/MRDDA					
7. White male	B	12-14	less than 1 yr.	less than 1 yr.	None
DHMH/JSA					
8. White male	B	FR990	6-10 yrs.	6-10 yrs.	None
DHMH					
9. White female	B	15-17	1-5 yrs.	1-5 yrs.	None
DHR					
10. Hisp. female	F	3-5	6-10 yrs.	1-5 yrs.	One
Judiciary					
11. White female	F	6-8	6-10 yrs.	1-5 yrs.	Two

II. - 10 - A & B Disabled Upon Entry Into State Service

<u>Agency</u>	<u>Upon Entry</u>	<u>No Answer</u>	<u>Past Entry</u>
Department of Health & Mental Hygiene	35		25
Department of Human Resources	39		14
Department of Education	14		12
Department of Transportation	18		9
Department of Public Safety & Corrections	9		0
Department of Assessments & Taxation	8		4
Judiciary	8		2
Comptroller	6	1	0
Criminal Court/Baltimore	4		2
Department of Natural Resources	4		2
Department of Economic & Community Development	1		3
Higher Education	9		3
Executive Department	3		1
Law Department	1	1	1
Maryland Commission on Human Relations	1		2
Workman's Compensation	2		1
Department of State Planning	3		0
Department of Agriculture	2		0
Department of General Services	1		1
Department of Personnel	2		0
Military Department	1		1
Md. School for the Deaf	1		1
Department of Budget & Fiscal Planning	0		1

<u>Agency</u>	<u>Upon Entry</u>	<u>No Answer</u>	<u>Past Entry</u>
Public Defender	1		0
Department of Fiscal Services	1		0
Office on Aging	0		1
Public Broadcasting	1		0
State Retirement System	1		0
MAIF	1		0